

PUBLIC RECORDS COMMISSION



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

NOTICE OF ELECTRONIC MEETING

The Public Records Commission of the Metropolitan Government of Nashville and Davidson County is meeting on September 22, 2020 at 12:00 p.m. The meeting will be held electronically, and all members will attend by virtual access. There will not be a physical location of the meeting in order to protect the public health, safety, and welfare. A recording of this meeting will be made available promptly to members of the public via request to <https://www.nashville.gov/Information-Technology-Services/Cable-Television-Services/Metro-Nashville-Network/Request-a-Copy.aspx>

AGENDA

1. Call to Order
2. Roll Call
3. Motion to Conduct Essential Business
4. Approval of Minutes for August 28, 2020
5. Discussion of Records Disposition Authorizations requested by Metro Nashville Police Department:
 - a. Incident Folders –This records series will include the original reports, arrest record, or state citation in lieu of arrest form. These reports may include original supplements and addendums as added. Information may include such data as: name and age of offender, alias, address, warrant number, date and time of arrest, description and place of arrest, disposition at time of arrest, and the remarks and signature of arresting officer. Other relevant or pertinent information such as pictures, expungement forms, insurance correspondence may be included in the incident folders.

RETENTION: Based on presumed life of subject, retain 100 years as submitted or as converted to an acceptable space-saving format. Do not destroy records until reviewed by Metro Archives for historical value.

- b. Detective Case Files – Filed by Incident number, this records series includes the working documents that detail active investigations at the Division or Precinct level. They contain copies of all pertinent information of whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders, and may include copies of the incident report; supplementary report; missing persons/runaway report; arrest report if part of criminal case file; copies of citation-in-lieu of arrest; property receipt; vehicle tow slip; statement form; blood alcohol test and accident report; other relevant reports; notes and relevant photos or drawings.

RETENTION: Maintain file through statute of limitations, then store in accepted electronic format for 100 years. Missing persons/runaway files may need special review by Juvenile authorities and compliance with National Crime Information Center (NCIC) requirements. Do not destroy records until reviewed by Metro Archives for historical value.

6. Adjournment